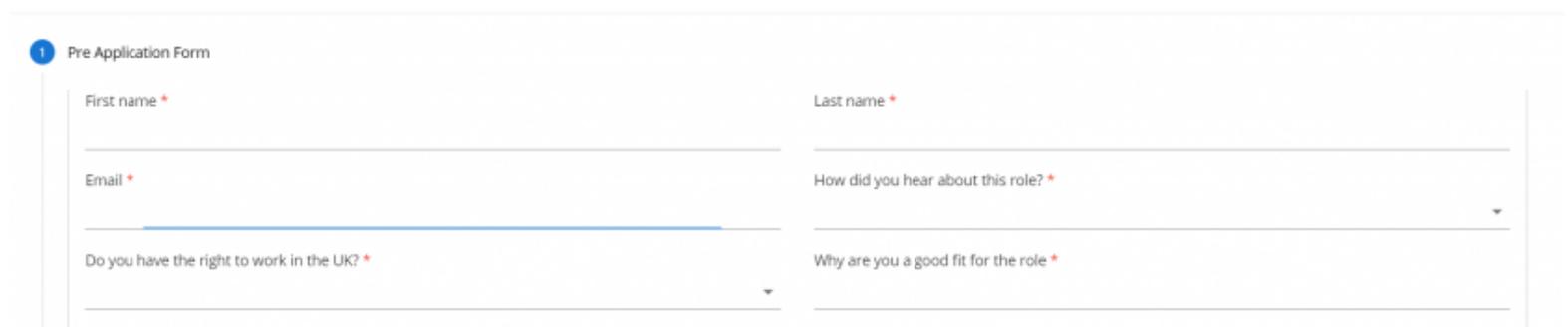


Adding additional vacancy specific questions

The ATS allows the user to create additional questions that are asked only to applicants applying for this specific job. We are able to position these questions in the main application form, but as standard your system will be setup to add these questions to the pre-application form, see example below.



The screenshot shows a 'Pre Application Form' with the following fields:

- First name *
- Last name *
- Email *
- How did you hear about this role? *
- Do you have the right to work in the UK? *
- Why are you a good fit for the role? *

Pre-application questions

There are currently four types of pre-application questions you can add. These are “free text”, “drop down”, "Yes/No" and "Yes/No (auto reject)" questions.

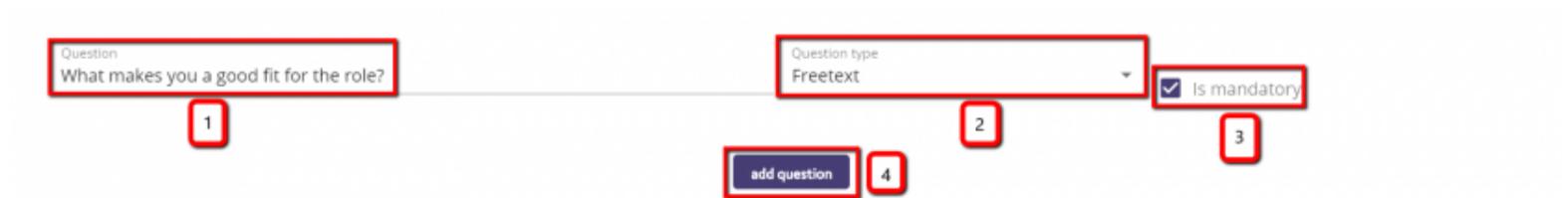
Adding a free text question

Free text questions are typically used to gather more information about an applicant so you can make a better resourcing decision. Example questions could be:

“What is the largest team you have managed?”

“How strong would you describe your Excel skills?”

Adding a free text question requires you to add the question text (1), assign the question as free text (2) and deciding whether you want the question to be mandatory (3). Once you have updated these options you need to remember to select to “ADD QUESTION” (4).



The screenshot shows the configuration interface for a question with the following elements:

- Question: What makes you a good fit for the role? (1)
- Question type: Freetext (2)
- Is mandatory: (3)
- add question button (4)

Once a question has been added it will appear as shown below. You can choose to edit this question or delete it if you decide you do not need it anymore.

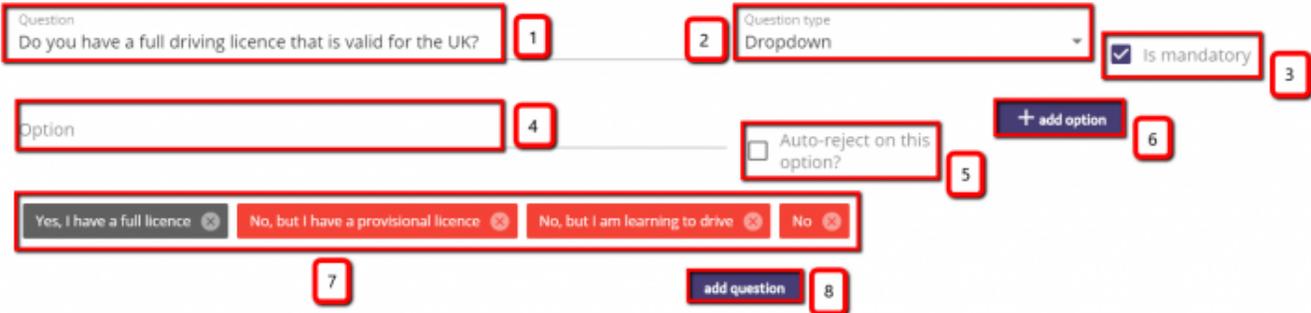
add question

Question	Type	Mandatory	Actions
What makes you a good fit for the role?	Freetext	✓	 

Adding a drop down question

Drop down questions provide the applicant with several options they can choose from. They are normally mandatory and you can also decide to choose to have certain options marked as killer answers. To add a drop down question you need to add your question text (1), select the question type as “drop down” (2), confirm whether the question will be mandatory for all applicants to answer (3), type each option into the answer text field (4) and confirm whether the option you are adding is an auto reject answer (5). Then and then select to add each option (6). Once options are added you will see them listed below (7) with auto reject answers listed in red.

Once you have added the question text and all the options you need for your drop down list, remember to choose to “ADD QUESTION” (8) otherwise this question will not be added to the application form.

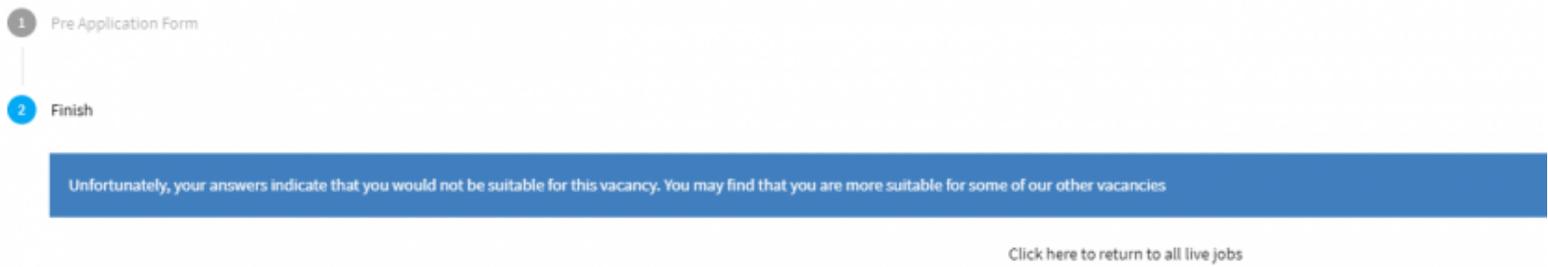


The screenshot shows the question creation interface with the following elements:

- 1: Question text field containing "Do you have a full driving licence that is valid for the UK?"
- 2: Question type dropdown menu set to "Dropdown"
- 3: "Is mandatory" checkbox, which is checked.
- 4: Option text field.
- 5: "Auto-reject on this option?" checkbox, which is unchecked.
- 6: "+ add option" button.
- 7: A list of options: "Yes, I have a full licence" (with a green checkmark), "No, but I have a provisional licence" (with a red X), "No, but I am learning to drive" (with a red X), and "No" (with a red X).
- 8: "add question" button.

What happens if an applicant selects a killer answer

If an applicant selects a killer answer then when they try to move to the next stage they will see an onscreen message informing them that they have not been successful in applying for this role. See an example screenshot of this below:



They will be logged in the ATS as a failed application for this job. However, you will typically not see these applicants as they have been rejected and the system defaults to show you only active applicants. You can view these applicants by changing the drop down on the applicant list page to view "All applicants". See an example screenshot of this below:

filter applications all complete applications type search Start typing to search or enter # to search by Tag 1 - 1 of 1 applications

checkbox	cid	name	status ↑	source	rating	tags
<input type="checkbox"/>	54	Jamie Test	Rejected - Failed application ...	Company website	★★★★★	0 +

Rows per page 10 1 - 1 of 1 applications << 1 >>

Adding a Yes/No question

Yes/No questions give the candidate's the option to select either yes or no as their answer options to the question that you would like to ask. To add a yes/no question you need to add your question text (1), select the question type as “Yes/No” (2), confirm whether the question will be mandatory for all applicants to answer (3) and then click Add Question (4) to add this into the form.

Pre-application questions (including auto-reject questions)

Question: Do you have a full valid driving licence? 1

Question type: Yes/No 2

Is mandatory 3

4 add question

Adding a Yes/No (auto reject) question

Yes/No (auto reject) questions give the candidate's the option to select either yes or no as their answer options to the question. However, if a candidate selects no, then when they submit their answer, they will be automatically rejected for the role. To add a yes/no (auto reject) question you need to add your question text (1), select the question type as “Yes/No (auto reject)” (2), confirm whether the question will be mandatory for all applicants to answer (3) and then click Add Question (4) to add this into the form.

Pre-application questions (including auto-reject questions)

Question: Do you have a full valid driving licence? 1

Question type: Yes/No (auto-reject) 2

Is mandatory 3

4 add question

Re-applying after you have failed an auto reject answer

The ATS treats each candidate’s email address as the key piece of information by which to establish their identity. This means if an applicant applies for a second job using the same email address, both applications will be linked to the one candidate record. This also allows us to stop candidates from reapplying for a job that they have already applied for. If an applicant who has failed an auto reject question tries to reapply, assuming they use the same email address they would

see a warning message informing them that they have already applied for this role.

1 Pre Application Form

2 Finish

You have already applied for this role

[Click here to view the next page in this action: Marketing/publising your new job](#)

Created 5 years ago by [Adrian McDonagh](#)

Updated 10 months ago by [Jamie Denny](#)